

### **Currently Funded Counties:**

Alameda County Office of Education  
Butte County Office of Education  
Calaveras County Office of Education  
Contra Costa County Office of Education  
El Dorado /Alpine County Offices of Education  
Fresno County Office of Education  
Glenn County Office of Education  
Humboldt County Office of Education  
Imperial County Office of Education  
Inyo County Office of Education  
Kern County Office of Education  
Kings County Office of Education  
Lake County Office of Education  
Lassen County Office of Education  
Los Angeles County Office of Education  
Madera County Office of Education  
Marin County Office of Education  
Mariposa County Office of Education  
Mendocino County Office of Education  
Merced County Office of Education  
Modoc County Office of Education  
Mono County Office of Education  
Monterey County Office of Education  
Napa County Office of Education  
Orange County Office of Education  
Placer/Nevada County Offices of Education  
Plumas County Office of Education  
Riverside County Office of Education  
Sacramento County Office of Education  
San Bernardino County Office of Education  
San Diego County Office of Education  
San Francisco County Office of Education  
San Joaquin /Amador Offices of Education  
San Luis Obispo County Office of Education  
San Mateo County Office of Education  
Santa Barbara County Office of Education  
Santa Clara County Office of Education  
Santa Cruz County Office of Education  
Shasta County Office of Education  
Solano County Office of Education  
Sonoma County Office of Education  
Stanislaus County Office of Education  
Sutter County Office of Education  
Tulare County Office of Education  
Ventura County Office of Education  
Yolo County Office of Education  
Yuba County Office of Education

# **Foster Youth Services Countywide Programs**

Education Code Sections 42920 - 42925  
Budget Act of 2004

## **Request for Applications 2004-2005 Grants Due June 30, 2004**

**Counseling and Student Support Office  
California Department of Education  
1430 N Street, Suite 6408  
Sacramento, California 95814  
(916) 445-5629**

# **2004-2005 Foster Youth Services Countywide Programs Request for Applications**

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# Request for Applications

## Foster Youth Services Countywide Programs

The 2004 Budget Bill currently provides approximately \$6.9 million for local funding to continue the expansion of the Foster Youth Services (FYS) countywide programs begun in 1998-99. The intent of FYS countywide programs is to provide academic and social support services to all youths, ages four to twenty-one, living in licensed children's institutions (LCIs)<sup>1</sup> (group homes) in California. Foster youths living in LCIs represent about twelve percent (12%) of the total foster youth population in California. Program funding is based on the number of foster youths residing in LCIs (group homes) under the county's jurisdiction, regardless of the county in which the youth is placed.<sup>2</sup>

### I. Applicant Eligibility

This Request for Applications (RFA) seeks applications from the eight counties that have not applied or have not submitted a successful application for FYS countywide program funds in previous funding cycles. These counties are Colusa, Del Norte, San Benito, Sierra, Siskiyou, Tehama, Trinity, and Tuolumne. Eligible applicants for the FYS countywide program grants include county offices of education, a consortium of school districts in cooperation with the county office of education, or a consortium of counties as a single applicant. Counties already participating in the FYS countywide program should not respond to this RFA. A list of currently funded counties appears on the cover of this application. **The CDE will accept only one application per county or consortium.**

### II. Program History and Purpose<sup>3</sup>

A high percentage of youths placed in foster care suffer debilitating physical and emotional trauma as a result of parental abuse and neglect. Although youths are placed in foster care to protect them from the volatile circumstances of their family of origin, the foster care system often lacks the security and stability needed by youths. Foster youths commonly experience multiple placements in foster homes and LCIs, as well as numerous transfers from school to school. The instability of care and multiple school placements and the effects of initial family trauma have a powerful, detrimental impact on foster youths' academic achievement and future success in life. Foster youths face the following barriers due to those conditions:

- Loss of education records, resulting in potential loss of academic credits, time lost in school, and increased risk of dropping out of school
- Loss of health records, resulting in possible duplication of immunizations

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<sup>1</sup> "Licensed children's institutions" is narrowly defined as "group homes" for the purpose of this application and does not include foster family agencies or foster family homes.

<sup>2</sup> Please see Attachment G for anticipated fund distribution per county for fiscal year 2004-2005.

<sup>3</sup> Information for Program History and Purpose taken from Robert H. Ayasse, "Addressing the needs of foster children: The foster youth services program," *Social Work in Education*, 17(4) (1995), 206-216.

- and a potential break in continuity of health care and medication
- Difficulties adjusting to ever-changing care and school environments, resulting in stress and behavioral problems
- Loss of contact with persons who are aware of their health, educational, and overall welfare needs, resulting in inadequate care and inappropriate school placements

In 1981, the Legislature recognized that a high percentage of foster youths were working substantially below grade level, were being retained at least one year at the same grade level, and were becoming school dropouts. In response, the Legislature declared that the instruction, counseling, tutoring, and provision of related services for foster youths be a state priority and mandated the FYS program through *Education Code* sections 42920–42925. The San Juan, Mt. Diablo, Sacramento, and Elk Grove unified school districts had been providing advocacy, tutoring, mentoring, and other support services to foster youths since 1973. The Legislative mandate of 1981 provided funding from the State School Fund for those successful programs, thus establishing the first **FYS core district programs**.

The demonstrated success of the FYS core district programs resulted in renewed annual funding for the existing FYS core district programs and creation of the new **FYS countywide programs** through the 1998 Budget Act. The 1998 Budget Act provided \$3 million in half-year funding to initiate the FYS countywide programs, with annual full-year funding provided in the Budget Act thereafter. The CDE released an initial RFA in 1999 to all county offices of education to solicit applications for funding. Through this initial noncompetitive process, the CDE funded 24 FYS countywide programs in fiscal year 1998-1999. Annual RFAs have since expanded the FYS countywide programs to 50 county offices of education, serving approximately 12,000 students in fiscal year 2003-2004. This figure represents 92 percent of the foster youths residing in group homes.

**The goal of the CDE is to establish FYS countywide programs in every county in California to reach all the estimated 13,000 foster youths living in LCIs (group homes).**

The FYS countywide programs reflect *Education Code* sections 42920–42925 and key educational mandates of Senate Bill (SB) 933 (Thompson, Chapter 311, Statutes of 1998), which was enacted to effect group home reform. The mandates of SB 933 are intended to ensure collaboration between local agencies in counties receiving FYS countywide program funding to facilitate appropriate placements and to provide comprehensive services for foster youths living in LCIs (group homes).

*The overarching goals of the FYS core district and countywide programs are to:*

- *Identify the educational, physical, social, and emotional needs of foster youths.*
- *Determine gaps in service provision and provide educational and social support services either through direct service provision or referral to*

- collaborative partners.*
- *Identify inadequacies in the completion and timely transfer of health and education records to facilitate appropriate and stable care and educational placements.*
- *Improve student academic achievement, reduce incidence of juvenile delinquency, and reduce rates of student truancy/dropouts.*
- *Provide advocacy to promote the best interests of foster youths.*

### **III. Required Program Components of the FYS Countywide Programs**

#### **A. Formation of a Local Advisory Group**

Each county applying for FYS countywide program funding must establish a local advisory group. The purpose of the local advisory group is to provide suggestions on the grant application to be submitted to the CDE, to advise on the direction of program services, and to collaborate in providing services, as appropriate. The local advisory group should be composed of a wide array of agency representatives in order to serve the comprehensive needs of foster youths in group homes. Typical agencies represented in current FYS countywide program local advisory groups include (in order of highest frequency) the county department of social services; county probation and courts; local educational agencies (LEAs); county public health; county mental health; group home providers; community-based organizations; universities and community colleges; foster youth advocacy groups; county employment development departments; youths who were formerly and youths who are currently in foster care; child abuse prevention and community action organizations; tribal organizations; and private industry. The local advisory group should meet regularly to monitor program effectiveness and to reevaluate the possible changing needs of the foster youths served by the FYS countywide program.

#### **B. Service Provision through Collaboration**

One of the most essential aspects of the FYS countywide programs is the development of collaborations between the county offices of social services, mental health, public health, probation, group home staff, and other relevant agencies to ensure appropriate educational placement and to coordinate services for foster youths. FYS countywide program grantees must provide or coordinate the following services on behalf of students residing in group homes under the county's jurisdiction:

- Educational assessments
- Facilitating transfer of health and education records (within two business days, in compliance with Assembly Bill 490), including the following: (1) determination of student's seat time, (2) full or partial credits earned, (3) classes taken, (4) immunizations, and (5) special education plan
- Tutoring
- Counseling and/or mentoring

- Transitioning services, including vocational training, emancipation services, and training for independent living
- Mainstreaming into a public school setting
- Advocacy training for program staff, group home staff, and foster parents

### **C. Reporting on Outcome Measures**

Each FYS countywide program grantee will be required to submit a report to the State Superintendent of Public Instruction at the end of each school year. In the first end-of-year report, new grantees must provide qualitative information on the following: (1) the makeup of the local advisory group, (2) a description of services provided through collaborative partners, (3) progress made toward program implementation, (4) mechanisms developed and the impact of providing health and education records within the required two-day period, (5) demographic data and other basic program data, as specified by the CDE, and (6) community concerns addressed by the group.

For successive end-of-year reports after the first year, grantees must provide quantitative data demonstrating improvement or deterioration in the following indicators: (1) pupil academic achievement; (2) incidence of pupil discipline problems or juvenile delinquency; and (3) rates of pupil attendance, truancy, or dropout.

As required by *Education Code* Section 42923, the State Superintendent of Public Instruction will prepare and submit reports to the Legislature and the Governor on the effectiveness of services provided to foster youths through the FYS programs. Grantees will be asked to provide assistance to the CDE in preparing these biennial reports. The report is to include:

- Recommendations regarding continuation of services
- Recommendations regarding effectiveness of the services
- Recommendations regarding broadening the application of services
- Information to determine whether services have resulted in a quantitative improvement or deterioration in any of the following indicators:
  - ✓ Improved pupil academic achievement
  - ✓ Reduced incidence of pupil discipline problems or juvenile delinquency
  - ✓ Reduced rates of pupil truancy and dropout

### **D. Statewide Meetings and Trainings**

To maintain quality services, the FYS countywide program coordinators have identified a need for ongoing staff development to facilitate their ability to function across disciplines and as effective advocates for foster youths. To accomplish the needed training, coordinators have established two *required* statewide training meetings, presented alternately in north and south locations. Participation in this statewide effort has proven to be a valuable opportunity for training and networking. Applicants may utilize grant funds to attend these meetings.

In addition to the statewide training meetings, the FYS countywide program coordinators have organized regional group meetings that are held in northern, central, and southern locations. Although not mandated, the regions maintain communication and networking by meeting on a quarterly basis. Regional meetings are not exclusive and are open to members from other regions.

#### **IV. Application Content**

##### **A. Program Narrative**

Planning for a system of collaborative countywide services and support of foster youths is expected to require a significant investment of time and resources. The process must be collaborative and must lead to clear specification of the need for foster youth services within the county, the objectives of the local FYS program, the manner in which services will be provided, and provisions that will be made for collecting data and reporting outcomes.

Applications must include a section addressing each of the topics enumerated below. Each section must be clearly labeled and must not exceed two pages.

##### **1. Local Advisory Group Collaboration**

The local FYS advisory group of collaborative partners will be critical to the success of the planning process and ongoing operation of each FYS program. Advisory groups should include representation from all agencies and organizations that serve foster youths residing in group homes. Participants are strongly encouraged to include representatives from the county office of education and school districts that serve children residing in group homes, as well as representatives of the courts, Special Education Local Plan Areas (SELPAs), county child protective services, county probation, county mental health, the county health department, group home providers, current and former youths in long-term foster care, advocates representing children in group homes, and education or support service programs that serve foster children. Counties may utilize advisory groups that have been established for other purposes if the groups include such representatives or the groups can be augmented to include this representative makeup.

Applicants must present strong evidence that collaborative partners have made substantive contributions to development of the FYS program. Evidence of collaboration may be in the form of documentation of meetings and letters of support for the FYS program. Collaborative participation on the part of LEAs, county social services, probation, and community representatives should also be integral to the countywide coordination and delivery of services proposed in the FYS program. The application should include methods for assessing need, providing services, making referrals, coordinating with school programs, and sharing information about individuals with agencies to enhance the likelihood that



appropriate services are provided.

## **2. Countywide Need for FYS Program**

Applicants must describe the unique makeup of the foster youth population in their county; provide a summary of the number, geographic location, and characteristics of group homes in the county; and identify the specific LEAs, government agencies, and community-based organizations that provide services to foster youths residing in the group homes. A full picture of the context within which foster youth services will be provided should include a description of how children matriculate into the foster care system, how they get placed in group homes, and how this process affects their educational placement. The point or points in the process at which foster children will be identified for referral to the FYS program must be identified.

## **3. Existing Resources**

Applicants must identify the strengths and weaknesses of current resources for foster youths in the county and demonstrate how the FYS countywide grant funds will **supplement, rather than supplant**, existing resources. Applicants are required to describe and illustrate how foster youth services will be coordinated with existing programs to better meet children's needs. For example, this task may involve identifying services that are available to foster youths in a group home through federal Title 1 Neglected and Delinquent Youth program services, Healthy Start services, or services provided by Systems of Care, wraparounds, SELPAs, and Independent Living Skills Programs (ILSPs). Assessment of existing resources will assist the FYS program planning group in identifying gaps in services to foster youths and in designing ways to fill identified gaps.

## **4. Goals and Objectives**

Applicants must state the goals and objectives of the FYS program they have designed to meet the needs identified in the context of resources already existing in the county. They must also describe the outcome measures, including measures of pupil academic achievement, the incidence of pupil discipline problems or juvenile delinquency, and rates of pupil dropout and truancy, that will be used to evaluate their attainment of the goals and objectives.

## **5. Program Design and Content**

Grant applicants will be required to describe the unique FYS program they have designed to provide services that will achieve the goals and objectives that they have set. The program description should specify the nature and extent of the activities that will be carried out in support of each objective as well as the persons and positions responsible for accomplishing them.

## **6. Organizational Structure**

Applicants must specify the organizational structure and staffing arrangements through which foster youth services will be provided to residents of group homes. Commitment of staff and other resources may be accomplished through repositioning and modifying the roles of existing staff and/or establishing new positions for program administration and service delivery. The roles and responsibilities of staff must be clearly defined, developed, and summarized on the grant application.

## **7. Measuring and Reporting Outcomes**

Grant applicants will be required to establish a baseline of data for foster children in group homes in the county and to collect data for annual reports to the CDE. The FYS program should include operational definitions of data elements to be collected and describe the provisions that will be made for collecting, reporting, and evaluating the program outcomes.

## **8. Timeline**

Grant applicants must provide a timeline identifying the key tasks and program activities to be carried out each month. The timeline should start at the beginning of the planning process and extend through June 30, 2005.

## **B. Budget and Budget Narrative**

Applications must provide an itemized budget and budget narrative covering the costs of planning and initial operation of the FYS program. The budget must use the budget categories identified in the *California School Accounting Manual* (refer to Sample Budget, Attachment A). It must identify the portion of costs covered by FYS program funding, per se, and the portion provided from other sources. FYS program grant funds must *supplement*, not supplant, existing services. Grantees are prohibited from using FYS program funds to pay for existing levels of service or to make up for budget cuts. Funds may also NOT be used for out-of-state travel.

The Budget Narrative must take into account and describe how funding relates to:

- The number of eligible youths to be served
- The kinds of programs, activities, interventions, and services to be provided to eligible youths
- The number of paid personnel and consultants necessary for the program
- Training costs for the providers
- Operational costs, such as printing, supplies, telephone, copying, postage, and equipment rental
- Collection of data and preparation of the annual report
- Travel costs for county coordinators to attend regional group meetings and two statewide training meetings

*Program Planning Funds:* Applicants may use a portion of their first-year funds for the purposes of planning and developing a single application for the county.

Planning funds may be used for:

- Materials, services, and staff salaries required to carry out the planning and application process
- Travel expenses for training, resource coordination, and meetings
- Contracted service providers to assist in developing the countywide program plan or to provide technical assistance

*Operational Funds:* Applicants may use operational funds for the following purposes:

- Staff salaries (including project management, coordination of services, case management, and service delivery personnel)
- Materials and services required by staff and other agency personnel
- Training and cross-training of staff, service providers, and others involved in providing support to foster children
- Equipment dedicated to FYS program use, including computer equipment for program management, data collection, and evaluation
- Contracts for service providers to implement programs, provide technical assistance or services, or evaluate programs

Applicants are encouraged to use matching funds to supplement the funding provided by the FYS countywide program grant. Indirect costs may not exceed the approved rate list for FY 2004-2005 (released by the CDE's Financial Accountability and Information Services Office). These rates are the official rates to be applied to all federal and state programs that allow indirect cost reimbursement.

### **C. Forms and Certifications**

**1. Application Cover Sheet.** All applications must include an Application Cover Sheet (Attachment B) as the first page. The Application Cover Sheet must include an original signature of the County Superintendent of Schools; identify the person, office, school district, or agency designated to provide program services; and must designate the program contact person.

**2. Consortium Signatures Form.** For those county offices of education that have formed a consortium to apply for funds, a Consortium Signatures Form (Attachment C) must be completed.

**3. Collaborative Signatures Form.** All applicants must include a completed Collaborative Signatures Form (Attachment D). The Collaborative Signatures form will list local participating agencies who have the responsibility for providing advice on the direction of program services, and as appropriate, to collaborate in providing those services.

**4. Drug-Free Workplace Certification** (Attachment E). Applicants are required to provide certification that they will maintain a drug-free workplace, as required by *Government Code* Section 8355.

## **V. Critical Dates for 2004-2005 Grants**

<b>June 30, 2004</b>	Applications due at the CDE for review and evaluation
<b>July 9, 2004</b>	Intent to Award notices posted at the CDE Counseling and Student Support Office, 1430 N Street, Suite 6408, Sacramento, California 95814
<b>July 12, 2004</b>	Five-day appeals process begins. Application review comments and score sheets available for review at the CDE Counseling and Student Support Office, 1430 N Street, Suite 6408, Sacramento, California 95814
<b>July 16, 2004</b>	Five-day appeals process ends at 5 p.m.
<b>July 26, 2004</b>	Grant recipients posted at the CDE Counseling and Student Support Office, 1430 N Street, Suite 6408, Sacramento, California 95814. Grant award letters mailed to grant recipients

## **VI. Submission Criteria and Evaluation of Applications**

The application must be presented in a narrative demonstrating ability to meet all qualifications, requirements, standards, and conditions specified in this RFA. Incomplete applications will be considered nonresponsive and will be returned to the applicant. A complete application package will include all of the items on the Application Package Checklist (Attachment F). Applicants are advised to use express, certified, or registered mail. Transmission by electronic mail (modem) or facsimile (fax) is not acceptable.

Each application will be evaluated to determine whether it satisfies the requirements outlined in this RFA. A two-step evaluation process—screening for technical requirements and evaluation of content—will determine whether the application merits a grant award. The CDE reserves the right to return for revision and/or further development any application that does not meet either technical or content requirements. The state reserves the right to reject any or all applications and may waive any immaterial deviation in any application. The state's waiver of any immaterial defects shall not excuse the applicant from full compliance with the application terms. Applications will be screened and reviewed as follows:

### **A. Step 1 – Screening for Technical Requirements**

1. One (1) signed original and two copies of the application (each bound or stapled) must be received at the following address by 5 p.m. on June 30, 2004:

Counseling and Student Support Office  
California Department of Education  
1430 N Street, Suite 6408  
Sacramento, CA 95814  
Attn: Heidi Wackerli

2. The application must be typed on 8-1/2 by 11-inch white paper, using Arial or a similar 12-point font that does not exceed six lines per inch. Each section must not exceed two pages.
3. The application must contain the following items:
  - a) Completed Application Cover Sheet (Attachment B) with original signature
  - b) Table of Contents
  - c) Sections of the Application
    1. Local Advisory Group Collaboration
    2. Countywide Need for FYS Program
    3. Existing Resources
    4. Goals and Objectives
    5. Program Design and Content
    6. Organizational Structure
    7. Measuring and Reporting Outcomes
    8. Timeline
    9. Budget and Budget Narrative
  - d) Forms and Certifications – Collaborative Signatures Form (Attachment D), Drug-Free Workplace Certification (Attachment E), and Consortium Signatures Form (Attachment C), if applicable

***Applications that do not comply with Step 1 will be returned to the applicant.***

## **B. Step 2 – Evaluation of Content**

Applications meeting Step 1 requirements will be evaluated and scored. The application will be reviewed for content completeness, clarity, and quality of response of each required section.

Each of the following sections of the application has a potential point value. A cumulative score of 120 is possible. Applications that do not address the specific requirements and standards and achieve a minimum of 90 points on the overall quality evaluation and 75 percent on each of the ten individual sections will be returned for further work.

### **1. Local Advisory Group Collaboration (Maximum of 20 points)**

The applicant describes and documents the composition of the local advisory group — including broad representation from the variety of agencies, organizations, services, advocates, and others interested in

serving foster youths residing in group homes — that has been formed to collaborate in planning and delivering the FYS program in the county.

The applicant provides evidence of substantive contribution by these collaborative partners to develop the FYS program and of a commitment to an integral role in the ongoing coordination and delivery of services proposed in the FYS program.

2. Countywide Need for FYS Program (Maximum of 10 points)

The applicant clearly describes the unique makeup of the foster youth population in the county; provides a summary of the number, geographic location, and characteristics of group homes in the county; and identifies the specific LEAs, government agencies, and community-based organizations that provide services to foster youths residing in those group homes.

The applicant also provides a full picture of the unique context in which foster youth services will be provided in this county, including a description of how children matriculate into the foster care system, how they get placed in group homes, and how this process affects their educational placement. The point or points in the process at which foster children will be identified for referral to the FYS program are clearly identified.

3. Existing Resources (Maximum of 10 points)

The applicant identifies specific strengths and weaknesses of current resources for foster youths in the county, identifies gaps in service, and demonstrates how the FYS countywide program grant funds will **supplement, rather than supplant**, existing resources by filling these gaps.

The applicant describes and documents how the FYS program will coordinate its services with those of existing programs including, but not limited to, the federal Title 1 Neglected and Delinquent youth program, Healthy Start, Systems of Care, SELPAs, and ISLPs, to better meet children's needs.

4. Goals and Objectives (Maximum of 10 points)

The applicant clearly states the major goals and objectives of the FYS program proposed to meet the needs identified in item 2, in the context of resources already existing in the county as identified in item 3.

The applicant describes the outcome measures — including, but not limited to, measures of pupil academic achievement, incidence of pupil discipline problems or juvenile delinquency, and rates of pupil dropout and

truancy — that can reasonably be used to evaluate whether the program attained the stated goals and objectives.

5. Program Design and Content (Maximum of 20 points)

The applicant provides a detailed description of the unique FYS program and services proposed to achieve the goals and objectives stated in item 4. The program description specifies the nature and extent of the activities that will be carried out in support of each objective as well as the persons and positions responsible for accomplishing them.

6. Organizational Structure (Maximum of 10 points)

The applicant clearly specifies the organizational structure and staffing arrangements through which foster youth services will be provided to residents of group homes throughout the county. The roles and responsibilities of FYS program staff, as well as those of collaborative partners essential to accomplish the proposed program objectives, have been summarized in the grant application.

7. Measuring and Reporting Outcomes (Maximum of 10 points)

The applicant presents a workable plan to develop a baseline of data for foster children in group homes in the county and describes strategies to be used in collecting the data required for annual reports to the CDE.

The applicant provides operational definitions of the data elements to be collected and/or indicators and describes the provisions that will be made for collecting and reporting these data and evaluating the program outcomes.

8. Timeline (Maximum of 10 points)

The applicant provides a detailed timeline identifying the key tasks and FYS program activities to be carried out each month and the persons responsible for accomplishing each task or activity. The timeline starts at the beginning of the county's planning process and extends through June 30, 2005.

9. Budget and Budget Narrative (Maximum of 10 points)

The applicant provides an itemized budget and budget narrative covering the costs of planning and initial operation of the FYS program. The budget uses the budget categories identified in the *California School*

*Accounting Manual* (see the sample budget, Attachment A). It identifies the portion of costs covered by FYS program funding, per se, and the portion provided from other sources.

The budget takes into consideration limitations and guidelines provided on pages 12–14 of this RFA.

10. Holistic reading of application content (Maximum of 10 points)

The application will be reviewed on the overall quality of its response to the requirements of this RFA.

### **C. Appeals Process**

Appeals to the grant award shall be filed within five (5) working days of the notice of intent to award. Only those organizations that submitted applications may appeal the grant award. Appeals shall be limited to those filed on the grounds that the CDE failed to correctly apply the standards for reviewing the format requirements or evaluating the applications as specified in the RFA. The appealing applicant must file a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the protester's position, and the remedy sought. Appeals must be addressed to:

Vivian Linfor, Interim Administrator  
Counseling and Student Support Office  
California Department of Education  
1430 N Street, Suite 6408  
Sacramento, CA 95814

The final decision will be made in writing by the Deputy Superintendent of the Curriculum and Instruction Branch. That decision will be the final administrative action afforded the appeal.

### **D. Withdrawal of Applications**

Any application may be withdrawn at any time prior to the RFA submission deadlines previously specified, provided that a request in writing, executed by the applicant's duly authorized representative for withdrawal of such application, is delivered to the Counseling and Student Support Office prior to the deadline for receipt of applications.

## **VII. Clarification of the Request for Applications**

Any prospective applicant needing additional clarification on this RFA should contact:

Heidi Wackerli, Education Programs Assistant



Phone: (916) 445-5737  
E-mail: hwackerl@cde.ca.gov  
Counseling and Student Support Office  
1430 N Street, Suite 6408  
Sacramento, CA 95814  
FAX: (916) 323-6061

## **VIII. Grant Award Terms**

### **A. Compensation**

The award of grants is based on the grant application process described previously. A notice of awardees will be posted on July 26, 2004, at the CDE's Counseling and Student Support Office, 1430 N Street, Suite 6408, Sacramento, California 95814. Successful applicants will also be notified by mail of the grant award. Payment of the grant awards will be made in three payments. The first payment of 50 percent will be distributed in August 2004. The second distribution of 40 percent will be in December 2004. The final 10 percent will be distributed in April 2005.

### **B. Retention of Records**

Grantees shall maintain accounting records and other evidence pertaining to costs incurred with the provisions. The county office of education shall keep records and make them available upon request during the grant period and thereafter for five full years from the date of final payment. The CDE must be permitted to audit, review, and inspect the grantee's activities, books, documents, papers, and records during progress of the work and for five years after the final payment is made.

## IX. Resources

- Ayasse, R. H. (1995) *Addressing the needs of foster children: The foster youth services program*. Social Work in Education, 17(4), 206-216.
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## **Attachments**

## 2004-2005 Foster Youth Services Countywide Grant Application

### Sample Budget

**Refer to Attachment G for anticipated fund distribution.**

<u>Cost Category</u> <u>Services</u>	<u>Explanation of</u> <u>Expenditures</u>	<u>Grant</u> <u>Amount</u>	<u>Match</u> <u>(Not</u> <u>Required)</u>
1000	Certificated Personnel Salaries (List personnel by classification and describe their duties.)	\$	\$
2000	Classified Personnel Salaries (List personnel by classification and describe their duties.)	\$	\$
3000	Employee Benefits (Specify each benefit.)	\$	\$
4000	Materials and Supplies (Provide a list of general materials and supplies and indicate their use.)	\$	\$
5000	Services and Other Operating Expenses (List any additional services as operating expenses.)	\$	\$
Indirect Costs	Indirect costs may not exceed the CDE's approved rate. Total categories 1000 to 5000 X indirect rate _____%.	\$	\$
TOTAL		\$	\$

## 2004-2005 Countywide Foster Youth Services Program Grant Application Application Cover Sheet

Original and two copies must be received by **5 p.m. on June 30, 2004**, addressed to:  
Heidi Wackerli, California Department of Education, Counseling and Student Support Office,  
1430 N Street, Suite 6408, Sacramento, CA 95814

Program Title <b>Countywide Foster Youth Services (FYS) Program Grant</b>		Fund Duration: <b>July 1, 2004 – June 30, 2005</b>																																
County Office of Education:		Total Funds Requested (See Attachment B): \$																																
Address:		Telephone Number (     )																																
City, Zip Code:		Fax Number (     )																																
County Superintendent of Schools (Type or Print):		County Contact Person:  Contact Person Telephone: (     ) Email:																																
Consortium of Counties?      Yes      No If Yes, list counties in consortium:																																		
Designated District or Agency Applicant (If other than County Office):		Applicant Contact Person:																																
Address:		Telephone Number: (     ) Email:																																
City, Zip Code:		Fax Number: (     )																																
Authorization: I will accept this grant on behalf of the grantee named above. I have read the conditions contained in this grant application, and I agree to comply with all requirements as a condition of grant funding.																																		
Signature of County Superintendent (or Assistant Superintendent)		Date																																
<b>California Department of Education Use Only</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"><b>Technical Requirement Review</b></td> <td style="width: 10%; text-align: center;"><b>Yes</b></td> <td style="width: 10%; text-align: center;"><b>No</b></td> </tr> <tr> <td colspan="3">Received by deadline</td> </tr> <tr> <td colspan="3">Original and two copies</td> </tr> <tr> <td colspan="3">Completed cover sheet/signatures</td> </tr> <tr> <td colspan="3">Consortium Signatures (Optional)</td> </tr> <tr> <td colspan="3">Collaborative Signatures</td> </tr> <tr> <td colspan="3">Required Forms and Format</td> </tr> </table>		<b>Technical Requirement Review</b>	<b>Yes</b>	<b>No</b>	Received by deadline			Original and two copies			Completed cover sheet/signatures			Consortium Signatures (Optional)			Collaborative Signatures			Required Forms and Format			<b>Application Status</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;"><b>Qualified for Review</b></td> <td style="width: 50%; text-align: center;"><b>Disqualified</b></td> </tr> <tr> <td colspan="2"><b>Reviewed by:</b></td> </tr> <tr> <td colspan="2"><b>Name:</b></td> </tr> <tr> <td colspan="2"><b>Title:</b></td> </tr> <tr> <td colspan="2"><b>Date:</b></td> </tr> </table>		<b>Qualified for Review</b>	<b>Disqualified</b>	<b>Reviewed by:</b>		<b>Name:</b>		<b>Title:</b>		<b>Date:</b>	
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<b>Title:</b>																																		
<b>Date:</b>																																		

## Consortium Signatures Form

(Use only if applying as a consortium.)

Lead County, District, or Agency (Same as Application Cover Sheet):	
Applications submitted as a consortium of counties or districts must provide the following information. Signatures indicate agreement to work collaboratively with the consortium. (Attach additional pages if needed.)	
1. County/District:	Contact Information:
	Name:
County/District Superintendent:	Address:
	Phone #:
Signature of County/District Superintendent:	FAX #:
	E-Mail:
2. County/District:	Contact Information:
	Name:
County/District Superintendent:	Address:
	Phone #:
Signature of County/District Superintendent:	FAX #:
	E-Mail:



## 2004-2005 Countywide Foster Youth Services Grant Application Collaborative Signatures Form (Local Advisory Group)

Lead County, District, or Agency (Same as Application Cover Sheet):

Please list participant representatives from the county office of education and school districts that serve children residing in group homes as well as representatives of the courts, SELPAs, county child protective services, county probation, county mental health, the county health department, group home providers, advocates representing children in group homes, youths in long-term foster care, and education or support service programs that serve foster children as recommended in the RFA instructions. Attach additional pages, if needed, to list all of the collaborative partners.

Name	Signature	Agency Affiliation	Title

**DRUG-FREE WORKPLACE CERTIFICATION**

STD. 21 (12/93)

**Attachment E**

*I, the official named below, hereby swear that I am duly authorized legally to bind the prospective bidder, contractor, or grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.*

COMPANY / ORGANIZATION NAME:	FEDERAL ID NUMBER:
BY (Authorized Signature):	DATE EXECUTED:
PRINTED NAME OF PERSON SIGNING:	TELEPHONE NUMBER: (      )
TITLE:	
CONTRACTOR/BIDDER FIRM'S MAILING ADDRESS:	

The contractor or grant recipient named above hereby certifies compliance with *Government Code* Section 8355 in matters relating to providing a drug-free workplace. The above-named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by *Government Code* Section 8355(a).
2. Establish a Drug-Free Awareness Program, as required by *Government Code* Section 8355(b), to inform employees about all of the following:
  - (a) The dangers of drug abuse in the workplace
  - (b) The person's or organization's policy of maintaining a drug-free workplace
  - (c) Any available counseling, rehabilitation, and employee assistance programs
  - (d) Penalties that may be imposed upon employees for drug abuse violations
3. Provide, as required by *Government Code* Section 8355(c), that every employee who works on the proposed contract or grant:
  - (a) Will receive a copy of the company's drug-free workplace policy statement
  - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant
4. At the election of above named firm, from and after the "Date Executed" and until \_\_\_\_\_ (not to exceed 36 months), the state will regard this certificate as valid for all contracts or grants entered into between the contractor or grantee and this state agency without requiring the contractor or grantee to provide a new and individual certificate for each contract or grant. If the contractor or grantee elects to fill in the blank date, then the terms and conditions of this certificate shall have the same force, meaning, effect and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this state agency.

## **2004-2005 Foster Youth Services Countywide Grant Application**

### **Application Package Checklist**

(Please return the checklist with the Request for Application.)

This checklist is provided to assist potential applicants in the preparation of their applications and shall not relieve applicants of responsibility for compliance with any and all requirements of this RFA.

- ☐ Required number of copies of the application, one original and two copies, all with the prescribed signatures and attachments
- ☐ Application typed on the prescribed paper size, in the prescribed font, not to exceed two pages per section, bound or stapled
- ☐ Completed Application Cover Sheet (Attachment B) with original signature
- ☐ Table of Contents
- ☐ Required Sections of the Application
  - ☐ Local Advisory Group Collaboration
  - ☐ Countywide Need for FYS Program
  - ☐ Existing Resources
  - ☐ Goals and Objectives
  - ☐ Program Design and Content
  - ☐ Organizational Structure
  - ☐ Measuring and Reporting Outcomes
  - ☐ Timeline
- ☐ Budget and Budget Narrative
- ☐ Forms and Certifications
  - ☐ Consortium Signatures Form (Attachment C)
  - ☐ Collaborative Signatures Form (Attachment D)
  - ☐ Drug-Free Workplace Certification (Attachment E)

**Countywide Foster Youth Services Program**  
**Fiscal Year 2004-2005 Anticipated Fund Distribution**  
Based on October 2003 CWS/CMS Group Home Data

<b>COUNTY</b>	<b>Anticipated 2004/05 Funding</b>	<b>COUNTY</b>	<b>Anticipated 2004/05 Funding</b>
Alameda	\$ 356,003	Orange	\$ 377,646
Alpine	\$ 22,882	Placer	\$ 52,054
Amador	\$ 25,235	Plumas	\$ 27,117
Butte	\$ 49,701	Riverside	\$ 311,304
Calaveras	\$ 29,940	Sacramento	\$ 356,003
Colusa	\$ 24,294	San Benito	\$ 28,528
Contra Costa	\$ 168,269	San Bernardino	\$ 418,110
Del Norte	\$ 24,764	San Diego	\$ 445,399
El Dorado	\$ 32,763	San Francisco	\$ 182,855
Fresno	\$ 187,090	San Joaquin	\$ 100,516
Glenn	\$ 25,235	San Luis Obispo	\$ 47,819
Humboldt	\$ 38,409	San Mateo	\$ 79,343
Imperial	\$ 74,168	Santa Barbara	\$ 65,698
Inyo	\$ 26,176	Santa Clara	\$ 148,508
Kern	\$ 151,802	Santa Cruz	\$ 41,232
Kings	\$ 37,468	Shasta	\$ 43,584
Lake	\$ 41,232	Sierra	\$ 22,882
Lassen	\$ 33,233	Siskiyou	\$ 35,115
Los Angeles	\$ 1,821,168	Solano	\$ 48,760
Madera	\$ 30,410	Sonoma	\$ 80,755
Marin	\$ 40,761	Stanislaus	\$ 49,701
Mariposa	\$ 27,117	Sutter	\$ 29,469
Mendocino	\$ 52,995	Tehama	\$ 29,940
Merced	\$ 56,759	Trinity	\$ 25,705
Modoc	\$ 22,882	Tulare	\$ 95,811
Mono	\$ 21,000	Tuolumne	\$ 22,882
Monterey	\$ 67,110	Ventura	\$ 101,457
Napa	\$ 43,584	Yolo	\$ 65,228
Nevada	\$ 31,822	Yuba	\$ 41,232

Total fund amount based on the Governor's January 2004 Budget.  
Fund distribution based on latest numbers available from CWS/CMS group home data. Funding distribution is subject to change.